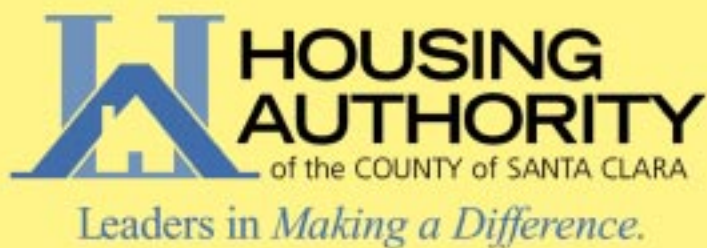




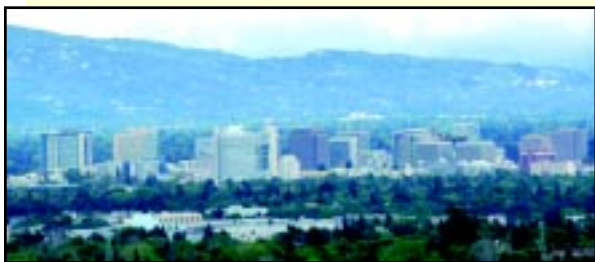
JEFF PETERS/VANTAGE POINT PHOTOGRAPHY

**Housing Authority
of the County of
Santa Clara
Invites Your Interest
In the New Position of
Director of
Administrative Services**



JACK CARROLL





UNIQUE OPPORTUNITY

If you have interest in joining a group of dedicated, collaborative, and passionate professionals with a commitment to public service, we hope you will consider joining our team.

This is an outstanding opportunity to bring your organizational and operational skills to bear with a focus on best business practices in this newly-created position for California's second largest housing authority.

THE ORGANIZATION

The Housing Authority of the County of Santa Clara (HACSC) is widely recognized as a development and innovation leader among housing authorities nationally. Its mission is to improve the lives of low-income families, persons with disabilities and seniors by providing affordable, high-quality housing. The Housing Authority is an independent local government agency that serves Santa Clara County with headquarters in downtown San José. Its general operation is overseen by a Board of Commissioners, the members of which are appointed by the Santa Clara County Board of Supervisors. The Authority's Board of Commissioners appoints the Executive Director, who oversees the agency's day-to-day operations.

The HACSC reflects the cultural and ethnic diversity of the region it serves. Through the Section 8 Housing Choice Voucher Program, housing development activities (rehab and new construction), and professional property management services, the



staff of the financially strong HACSC serves well over 17,000 families throughout 17 cities in Santa Clara County. The FY 2010 Authority budget is approximately \$30 million.

The Housing Authority currently has two core service departments, Housing Programs and Real Estate Services. The new Director of Administrative Services will join a core Management Team consisting of the Executive Director, Deputy Executive Director, and Directors of Finance, Housing Programs, Real Estate Services, General Services, Human Resources and Information Technology. The Authority also has a for-profit affiliate, Property Management, Inc. The new Director of Administrative Services will report to the Executive Director and will oversee the areas of General Services, Human Resources and Information Technology through respective department directors.

Alex Sanchez has served as the agency's Executive Director for the past nine years. He has brought renewed vision and high business standards to an agency already widely recognized as a development and innovation leader among housing

authorities nationally. Mr. Sanchez is an ambitious and energetic role model who fosters creativity and visionary leadership at all levels of the organization.

The new Director of Administrative Services will join a Management Team that is characterized by mutual respect, high expectations, collaboration, healthy candor and a high degree of professionalism. As a group and individually, the members of the team are talented, forward-thinking public servants who are committed to running a quality operation. Their collective contributions enable the agency to run more like a high performing corporation than a traditional reactive public entity. Their dedication makes the difference and they are desirous of attracting another member of the team with similar values and aspirations.

For additional information on the agency's programs, goals, projects and successes, please visit the HACSC website at: www.hacsc.org

ADMINISTRATIVE SERVICES

The Administrative Services Department has been formed to strengthen the Authority's ability to provide robust support to the increasingly complex activities of the core services departments - Housing Programs and Real Estate Services - and to the Finance Department. The new Director will be tasked with



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overseeing the day-to-day operations of the Authority through three subordinate Directors in the internal service areas of General Services, Human Resources, and Information Technology (23 employees). While directly supervising the three Directors, the Director of Administrative Services will be responsible for assessing the operational business practices of the agency and provide recommendations for sound policies and procedures based on best practices to improve the efficiency and productivity of the Authority. Because the position is new, the successful candidate will have the opportunity to participate in defining his/her role.

On a regular basis, primary responsibilities for the Director of Administrative Services will include:

- Assumes full management responsibility for the service departments supporting the operations of the Authority.
- Oversees development, implementation and monitoring of the goals, objectives, policies, and priorities for each service area.
- Assesses and monitors the operations of the service departments, including workloads, systems, staff performance, reporting functions, and change management.
- Participates in review and approval of any changes in policies and procedures within assigned departments.
- Ensures that appropriate service and staffing levels are in place, and evaluates the efficiency and effectiveness of service delivery methods, including allocation of resources.
- Plans, directs and coordinates through department directors project work plans; reviews and evaluates procedures; meets with management staff regularly to monitor administrative operations and resolve any issues.



THE IDEAL CANDIDATE

The ideal candidate is an experienced operations professional who possesses outstanding organizational skills with the proven ability to assess business practices and provide for sound policies and procedures to improve the productivity of the agency. Candidates with experience/appreciation for performance metrics will be favorably considered. The new Director will be a hands-on supervisor capable of quickly transitioning into the role and establishing department-wide credibility. A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise will help the Director quickly achieve results in this new role. Candidates who possess a history of performing in a creative and collegial manner will complement the HACSC management team.

The ideal candidate will also exhibit the following core competencies:

- General understanding/knowledge of procurement and contract administration processes as well as information technology network & infrastructure



- Knowledgeable in public personnel laws and familiar with labor relations due to unionized environment
- Excellent written and verbal communication abilities
- Consistently exercises sound judgment
- Outstanding interpersonal skills
- Comfortable and capable of dealing with a diverse workforce
- Creative problem solver
- Exhibits the skills necessary to quickly establish credibility and build relationships throughout the organization
- Strong management and leadership skills
- Effective in interacting with a dynamic executive management team who bring their own, unique individual perspectives/desires
- Strong customer service orientation/background
- Proactive and enthusiastic about providing quality service
- Continuous improvement mindset
- Not a "yes" person; willing to speak his/her mind
- Courageous; does not shy away from conflict or controversy
- Strong sense of character; uncompromising ethics

Experience and Education

Eight years of increasingly responsible operational/administrative management experience is necessary to qualify for this position. Knowledge of public sector human resources/labor laws is preferred.



A Bachelor's degree in a relevant discipline is required. A Master's degree is desirable.

COMPENSATION & BENEFITS

The annual salary for this position is negotiable and will depend on the qualifications of the successful candidate. In addition, HACSC offers the following benefits package:

Retirement – Public Employees' Retirement System (CalPERS); Agency pays both employer and employee contributions.

Medical/Dental/Vision – Agency pays premium for employee and dependents up to \$1,200/month with choice of health plans including Kaiser, Blue Shield Access+, Anthem Blue Cross PPO, and PERS Choice, PERS Select & PERSCare. Agency pays entire premium for employee and dependents for both **dental** (Delta Dental) and **vision** (Vision Service Plan). Employee may waive medical coverage for compensation of up to \$300 per month.

Life and AD&D Insurance – Agency-paid Basic Life Insurance & AD&D coverage 3 times base annual salary to a maximum of \$500,000. Voluntary

supplemental life insurance is available. Agency provides \$5,000 Group Term Life Insurance Coverage.

Long Term Disability Insurance – Agency-paid.

Vehicle Allowance – Director is eligible for vehicle allowance of \$550/month, or use of Agency vehicle.

Leave – During the first year of service (following six months of employment), **vacation** accrues at a rate of 10 days annually and increases incrementally up to 22 days per year after 19 years of service. Cash out options are available. **Sick leave** is accrued at 12 days per year and credit may accumulate indefinitely. A portion of employee's sick pay (up to 72 hours) during the year is eligible for payment based on usage in lieu of time off. The Authority recognizes 14 paid holidays per year.

Miscellaneous – Employees are welcome to participate in a Flexible Spending Account Program, Employee Assistance Program, and Educational Reimbursement Program (up to \$5,250 per calendar year). Participation in the Santa Clara County's Federal Credit Union is also available.

9-80 Work Schedule – Authority offices are closed every other Friday, excluding the Maintenance function serving the Affiliated Properties.

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing deadline for this recruitment is **Friday, May 28, 2010**. To be considered for this opportunity, please submit cover letter, resume, list of six professional references, plus current salary information to:



Stuart Satow
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
916.263.1401 tel • 916.561.7205 fax
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Following the filing deadline, candidates with the most relevant qualifications will be granted screening interviews in early June. Those individuals determined to be the most ideally suited for the opportunity will then be interviewed by the HACSC in late June/early July. Appointment is expected in July following the completion of thorough reference and background checks.

